**Example Letter - Failed to attend Attendance Contract Letter. Child is open to outside agency professionals**

Dear xxx

**Re: Child Name**: xxx **DOB**: xxx **School:** xxx

It was unfortunate that you were unable to attend the Attendance Contract Meeting which was due to be held at xxx on xxx at xxx.

We acknowledge that the situation may be difficult for you at this time and recognise you may already have lots of meetings to attend. We would welcome another chance to meet with you to continue offering our support to you and <<forename>>.

<<forename>>’s attendance is currently xx%.

*If child is NOT Section 19 (medical needs):*

*It is important that we work together and that <<forename>>’s attendance improves. The attendance contract is a more informal route aimed at improving attendance. If you choose not to engage with this, and <<forename>>’s attendance doesn’t improve, we will need to liaise with the Local Authority to discuss next steps, as per our attendance policy.*

*If child IS Section 19 (medical needs):*

*It is important that we work together and that <<forename>>’s attendance improves. The attendance contract is a more informal route aimed at improving attendance. We acknowledge that an Attendance Contract is voluntary, however supporting <<forename>>’s life chances and wellbeing is important and we are hopeful that the attendance contract will support this, as per our attendance policy, which outlines how we support medical needs.*

To arrange the Attendance Contract meeting, please telephone xxx on 0xxxxxxxxxxx or email example@school.com. We would like to see you in person, however this meeting can take place online if you would prefer.

If you have any queries please do not hesitate to contact me.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Enc. Record of attendance

Attendance Leaflet (delete if not appropriate)